

# UPTON BY CHESTER AND DISTRICT PARISH COUNCIL



Upton Pavilion  
Wealstone Lane  
Upton  
Chester  
CH2 1HD  
07584415343

Email: [clerk@uptonbychester.org.uk](mailto:clerk@uptonbychester.org.uk)

**Minutes of the Upton by Chester and District Parish Council's Assets Management Committee Meeting held on Monday 22 January 2024, 7.30pm, at Upton Pavilion, Wealstone Lane, Upton, Chester.**

**Present:** Cllr Jackson, Cllr Jeffery, Cllr Lingard, Cllr Morgan (Chairperson) and Cllr Stanley.

**In attendance:** Suzi Bull (Clerk/Proper Officer).

## **1. APOLOGIES FOR ABSENCE.**

Apologies for absence, with reasons, were received from Cllr Carter.

**Resolved: Noted.**

## **2. DECLARATIONS OF INTEREST.**

No declarations of interest were made.

## **3. MINUTES.**

**Resolved: The Chairperson signed the Minutes of the meeting of 27 November 2023.**

## **4. CLERK'S REPORT.**

**Resolved: The report from the Clerk on action taken on the resolutions of the last meeting was received and noted.**

The following further action was agreed:

**A fire drill will be arranged to be carried out at a time when a meeting of Councillors is being held.**

## **5. PLAYING FIELD FLOODING.**

The committee received an update on progress made with resolving the playing field flooding.

The latest advice from the CW&C Council Flood Officer is as follows:

*"The Parish Council will need to seek the advice of a specialist drainage contractor in order to properly design the bund. There are various factors to consider such as existing ground conditions, existing infiltration/permeability of the soil, expected water levels in the basin, surrounding ground levels etc. which all need to be considered when specifying the appropriate material and size/height.*

*For example, in some locations it may be deemed sufficient to construct an earth bund and simply encase this in clay, whereas in other situations a full clay bund may be required”.*

**Resolved: In the first instance, the clerk will seek the advice of the insurer regarding the Parish Council’s liability for surface water flooding on Parish Council owned land. Arrangements will be made for a site visit by a recommended land drainage specialist to carry out a site survey and provide advice on the installation of a bund as recommended. Also, to provide a quotation for providing a job specification and. In addition, a quotation for drainage systems to be installed across the entire playing field will be requested.**

## **6. CHEMISTRY PITS.**

The fence between Chemistry Pits playing field and the Wheatsheaf pub remains broken.

The Facilities manager has arranged for a contractor to attend the site on 23 January to assess the requirements and propose a job specification.

**Resolved: This action was noted; the Clerk will report back to the committee.**

The committee further considered additional improvements to the Chemistry Pits Playing Field.

**Resolved: Cllr Jackson will review the previous public consultation summary and work with the Clerk to obtain some examples of play equipment and layouts Cllr Stanley will look into available grant funding.**

## **7. ASSETS REGISTER.**

It was reported that it is possible to integrate the Parish Council Assets Register information into the Parish Council accounting software.

Work has already commenced to update the assets list and transfer it into the relevant format to be uploaded.

The ‘life’ of the assets listed will need to be identified, for the purpose of budgeting for renewal.

**Resolved: The clerk will update the Asset Register. The Facilities Manager will assess the ‘life’ of items listed and add the required information to the register.**

## **8. REFURBISHMENT OF PAVILION SHOP AND MEETING ROOM.**

The committee discussed the requirements for the refurbishment of the Pavilion shop and the Pavilion meeting room.

**Resolved:**

- **The Facilities Manager will consider the refurbishment of the shop and seek professional advice from a shop fitter to design and calculate the equipment required to refit the Pavilion shop.**
- **The Clerk will compile a list of office equipment required to set up DSE compliant workstations for two people in the meeting room. This work will include sound-proofing measures to reduce noise transfer from other parts of the building.**

- **The Facilities Manager will source costs for an external storage container and the required work to provide a base.**

**9. DATE AND TIME OF THE NEXT MEETING.**

**Resolved: The date and time of the next meeting will be 26 February 2024 at 7.30pm.**

Meeting closed at 21.06pm

DRAFT